

OAK GROVE SCHOOL DISTRICT 68

JOB DESCRIPTION

TITLE: Administrative Assistant to the Superintendent

REPORTS TO: Superintendent

This position requires discretion, initiative and sound judgment as well as quality technical knowledge, the ability to provide a wide variety of executive secretarial duties, and skills to coordinate a high volume of administrative detail. Consistent ethical behavior and the ability to maintain strict confidentiality when required are essential.

DUTIES AND RESPONSIBILITIES:

- Attend to administrative details not requiring the immediate attention of the Superintendent
- Assist in the conduct of the administrative operations for the Superintendent
- Maintain and regulates appointment calendar for the Superintendent
- Arrange and schedule appointments/meetings for the Superintendent and the School Board
- Communicate advice and instruction from the Superintendent to others in the District office and at school
- Create and distribute the weekly Oak Grove News
- Create and distribute Important Dates for the Year list to staff
- Draft, prepare and distribute the final agenda with supporting materials and prepare meeting room for Board meetings
- Supervise the organization, coordination and distribution of agendas for the Board of Education meetings
- Type up minutes from meetings of the Board of Education
- Create and distribute Board Briefs after Board meetings
- Receive calls and assist parents and community members with complaints and requests for services or information, referring them to the proper person for resolution
- Receive incoming correspondence, refers to appropriate staff for reply or action
- Maintain Personnel files
- Maintain the Board of Education portion of the District website
- Receive IASB/PRESS revisions to District Policies and apply edits for Board approval
- Maintain and update the District Calendar on the website
- Create and maintain a District Emergency Plan, including Emergency Classroom folders
- Schedule meeting room use requests
- Distribute and maintain Professional Development credit hour records
- Assist teachers with licensure issues and maintain records regarding current teaching licenses and Professional Development activities
- Create and maintain the Extracurricular Activities list
- Prepare and edit as needed the Parent Teacher Handbook
- Respond to all FOIA requests
- Provide employee paperwork to new hires
- Hire substitute teachers as needed
- Maintain and distribute a current tutor list
- Maintain Virtual Backpack
- Create upcoming school year calendar for Board approval and enter into IWAS for RoE approval
- File final current school year calendar with the RoE
- Maintain & file Statement of Economic Interest list for the Clerk of the Circuit Court

- Maintain confidentiality of privileged and sensitive information related to negotiations and District actions
- Establish and maintain files as necessary
- Compile records and documents for the RoE Compliance Audits
- Gather data needed and complete the Civil Rights Report
- Gather data needed and complete EEOC report
- Gather information and summarize data pertinent to a variety of administrative and operational areas
- Provide assistance with office technology and communication systems
- Perform special assignments and related duties as assigned
- A working knowledge of the Open Meetings Act
- Excellent mechanical skills; accurate typing; extensive and up to date knowledge of business English, including vocabulary, grammatical usage, punctuation and report presentations
- Use modern office practices and procedures and standard office equipment operation
- Ability to self start in performing responsible, complex administrative and clerical duties
- Maintain and compile accurate and complete records
- Strong leadership ability

QUALIFICATIONS:

- High school diploma or equivalent, supplemented by 5 years experience in a progressively higher level of executive secretarial/administrative work, preferably within a school district environment.